



National  
Aeronautics and  
Space  
Administration

# Claim for Collision or Upset Damage to Rented Motor Vehicle

NOTE: See instructions on page 4.

TO (Automobile rental company):

FROM (NASA traveler or NASA billing office):

**TO THE AUTOMOBILE RENTAL COMPANY ADDRESSED:** This response is to your claim for collision or upset damage to a vehicle owned by you while in the custody of the traveler, whose name and address appear below in Section II, pursuant to a rental agreement. The United States, represented by the National Aeronautics and Space Administration, may be responsible for settling the claim since the traveler was on official business of the Government. Certain formal documentation is necessary in order for the United States to ascertain whether it may pay the claim. Therefore, an authorized agent of your company must complete and sign Section I of this form and return it, together with any pertinent attachments, to the traveler's address found in Section II.

It is also requested that the amount of your claim be substantiated by one or more written estimates by a competent auto repair business independent of your company. If the estimates are prepared more than one week after the damaged vehicle was returned to you by the traveler, please submit an explanation for the delay, which discusses whether it was possible for the damage or some part thereof to have occurred other than while the vehicle was in the custody of the traveler.

## SECTION I - CLAIM (To be completed by claimant-owner of damaged rented vehicle)

1. CLAIM, CASE, OR OTHER IDENTIFYING NUMBER	2. RENTAL CONTRACT NO. (Attach copy of contract)	3. NAME OF PERSON SIGNING CONTRACT
4. AMOUNT CLAIMED (Attach one or more substantiating repair		5. AMOUNT OF COLLISION OR UPSET DAMAGE COVERED BY CDW (i.e., deductible amount of policy)
6. CLAIMANT'S STATEMENT OF CIRCUMSTANCES UNDER WHICH DAMAGE OCCURRED (Continue on additional paper, if necessary) (A police or other accident report may be attached in lieu of such statement)		
7. The claimant, acting through the authorized agent whose signature appears in item 9 below: (a) asserts a claim in the amount stated in item 4 against the individual named in item 3 and/or the United States for collision or upset damage to claimant's vehicle while it was in the custody of the individual named in item 3 pursuant to the rental contract identified in item 2; (b) declares, under penalty provided by law, that the information furnished in support of such claim is, on information and belief, true and correct; (c) agrees to accept the amount claimed in item 4 in full satisfaction and settlement of such claim; (d) agrees by acceptance of such settlement to release and forever discharge the individual named in item 3 and the United States from any and all claims or demands arising from the incident referenced in item 6; and (e) agrees to subrogate the United States to any rights of claimant to recover from any other party the amount paid claimant under this claim.		
8. PENALTIES FOR FRAUDULENT CLAIM AND MAKING FALSE STATEMENTS: a. <u>CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS.</u> Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 18 U.S.C. 287, 1001) b. <u>CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM.</u> The claimant shall forfeit and pay to the United States a sum not less than \$5,000 and not more than \$10,000 plus three times the amount of damages sustained by the United States. (See 31 U.S.C. 3729)		
9. SIGNATURE (Claimant or authorized agent)		10. DATE

SECTION II - TRAVELER'S STATEMENT (NASA traveler whose signature appears on the Rental Contract)		
1. NAME OF TRAVELER	2. NASA INSTALLATION OR OFFICE CODE	
3. HOME ADDRESS		
DESCRIPTION	REPLY(✓)	
	Yes	No
4. WHEN YOU RENTED THE VEHICLE, WERE YOU TRAVELING PURSUANT TO A NASA TRAVEL AUTHORIZATION WHICH AUTHORIZED YOU TO RENT SUCH A VEHICLE?		
5. WHEN YOU SIGNED THE RENTAL CONTRACT, DID YOU WAIVE THE "CDW" AND THEREBY DECLINE THE DAILY CHARGE FOR INSURANCE COVERING THE STATED AMOUNT OF COLLISION DAMAGE?		
6. UPON RETURN TO CLAIMANT, WAS THERE DAMAGE TO THE VEHICLE THAT WAS NOT THERE WHEN YOU ACCEPTED IT FROM CLAIMANT? (If so, state in item 15 below where on the vehicle there was damage and the nature and extent of such		
7. IS CLAIMANT'S ANSWER IN SECTION 1, ITEM 6 OF THIS FORM A COMPLETE AND ACCURATE STATEMENT OF HOW, WHERE AND WHEN THE DAMAGE OCCURRED? (If not, set forth in item 15 below any corrections or additions.)		
8. WERE YOU DIRECTLY ENGAGED IN THE DUTIES, THE PERFORMANCE OF WHICH WERE AUTHORIZED PURSUANT TO THE TRAVEL AUTHORIZATION AT ALL TIMES WHILE THE VEHICLE WAS IN YOUR CUSTODY? (If not, explain in item 15 below, paying particular attention to the time when the vehicle was damaged.)		
9. DID ANYONE OTHER THAN YOU CAUSE THE DAMAGE TO THE RENTED VEHICLE? (If so, explain in item 15.)		
10. WERE THE FACTS GIVING RISE TO THE DAMAGE REPORTED BY YOU TO THE POLICE AND/OR THE RENTAL AGENCY? (If so, attach a copy of such report, if you have one.)		
11. DID YOU PERSONALLY SEE THE NATURE AND EXTENT OF THE DAMAGE?		
12. DOES THE WORK COVERED BY THE REPAIR ESTIMATE(S) SEEM TO YOU TO BE REASONABLY REPRESENTATIVE OF THE EXTENT OF DAMAGE? (If not, explain in item 15.)		
13. IS IT YOUR BELIEF THAT THIS CLAIM IS THE RESPONSIBILITY OF NASA, AND DO YOU RECOMMEND THAT IT BE SETTLED IN THE AMOUNT CLAIMED? (If not, explain in item 15.)		
14. DO YOU DECLARE UNDER PENALTY PROVIDED BY LAW THAT THE ANSWERS TO THE FOREGOING QUESTIONS ARE CORRECT TO THE BEST OF YOUR KNOWLEDGE AND BELIEF, AND THAT NASA MAY REPLY THEREON IN SETTLING THIS CLAIM?		
15. REMARKS (Continue on page 4 and additional sheets, if necessary, referring to section and item number in each instance)		
16. PENALTIES FOR FRAUDULENT CLAIM AND MAKING FALSE STATEMENTS: <ul style="list-style-type: none"> <li>a. <u>CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS.</u> Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 18 U.S.C. 287, 1001)</li> <li>b. <u>CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM.</u> The claimant shall forfeit and pay to the United States a sum not less than \$5,000 and not more than \$10,000 plus three times the amount of damages sustained by the United States. (See 31 U.S.C. 3729)</li> </ul>		
17. SIGNATURE OF TRAVELER	18. TRAVEL AUTHORIZATION NO. (If applicable)	19. DATE

<b>SECTION III - CERTIFICATION DATA (To be completed by the cognizant NASA Financial Management Office)</b>		
DESCRIPTION	REPLY(✓)	
	Yes	No
1. IS THE RENTAL CONTRACT WITH A COMMERCIAL RENTAL COMPANY, WHICH IS NOT A PARTY TO THE U.S. GOVERNMENT CAR RENTAL AGREEMENT?		
2. DOES THE INFORMATION ON THIS FORM AND ANY ATTACHMENT THERETO CLEARLY INDICATE THAT, AT THE TIME DAMAGE OCCURRED, THE TRAVELER HAD CUSTODY OF THE DAMAGED VEHICLE PURSUANT TO CONTRACT AS AUTHORIZED BY A TRAVEL AUTHORIZATION, AND THAT SUCH VEHICLE WAS AT SUCH TIME BEING USED IN CONNECTION WITH OFFICIAL GOVERNMENT BUSINESS?		
3. DOES THE RENTAL CONTRACT CLEARLY INDICATE THAT THE EMPLOYEE WAIVED THE INSURANCE COVERING A STATED AMOUNT OF COLLISION OR UPSET DAMAGE?		
4. IS THE AMOUNT CLAIMED SUBSTANTIATED BY ONE OR MORE REPAIR ESTIMATES PREPARED WITHIN 7 DAYS OF THE RETURN OF THE VEHICLE TO THE CAR RENTAL COMPANY?		
<b>NOTE TO CERTIFYING OFFICER.</b> If the answer to any of the foregoing statements in this section is "No," this claim should be referred to the cognizant legal counsel for a recommendation as to disposition. If the answers to the above are in the affirmative, the claim may be allowed by executing the certification below.		
5. REMARKS (Continue of page 4, if necessary)		
PURSUANT TO THE AUTHORITY VESTED IN ME TO PAY OR REIMBURSE THE TRAVEL EXPENSES OF NASA EMPLOYEES AND OTHERS, I CERTIFY THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT IN THE AMOUNT SHOWN BELOW.		
6. AMOUNT	7. AUTHORIZED CERTIFYING OFFICER (Signature and title)	8. DATE

  

<b>FOR NASA USE ONLY</b>	
ACCOUNTING CLASSIFICATION (Appropriation symbol must be shown; other classification optional)	
ADDITIONAL INFORMATION (Identify section and item number to which information relates)	

## INSTRUCTIONS

1. Use a typewriter or print legibly in ink.
2. SECTION I - To be completed by claimant-owner of damaged rented vehicle.
3. SECTION II - To be completed by the NASA traveler whose signature appears on the Rental Contract.
4. SECTION III - To be completed by the cognizant NASA Financial Management Office.

ADDITIONAL COMMENTS AND REMARKS *(Refer to section and item number in all continuations to be entered in this block)*